

**Episcopal Church of the Incarnation  
03/24/2020 - Regular Vestry Meeting**

**Location: Rectory and Zoom Online**

**Minutes**

**Attendees:** Bo Simons, Bob Priestley, Connie Sinclair, Fernando Dizon, Inese Heinzl, Judy Velasquez, Ken Moholt-Siebert, Mark Neumann, Melinda Harris, Michael Del Vecchio, Nancy Wegge, Stephen Shaver; David Jasper, Treasurer, Kathleen Kane, Clerk.

**Absent:** Signe Sugiyama

**Guests:** None

**FORMATION**

The meeting was called to order at 6:42 pm.

Chaplain Bob, Stephen, and David offered opening prayers.

Check-in: All present gave a brief personal check-in.

2019-2020 MMR Goals were briefly reviewed.

**INFORMATION**

**Approval of Minutes:** Minutes of the 02/25/2020 Vestry Meeting were presented by Kathleen and approved by Vestry as revised. (Moved: Bob / Seconded: Judy. Motion approved unanimously.)

**Treasurer's Report:** David reviewed the February Summary Financial Report and noted that we can expect to see a drop in our pledge receipts and possibly rental revenues in March's report due to the COVID-19 situation. He noted that the Exchange Bank will present to Finance Committee the possibility of using operating loans to avoid taking money out of Green Fund. Finance Committee may bring a recommendation to Vestry at March meeting. David responded to questions from Vestry members and noted that the Green Fund is mostly invested in the indexed Vanguard Magellan Fund.

**Standing Committee Reports:**

**Building and Grounds Committee:** See attached. Ken added that he is working with Eric on various ongoing projects during shelter in place period, including painting in men's room and landscaping.

**Outreach Committee:** See attached written report. Judy recapped and noted that next regular grant cycle is June 1; however, applications for Incarnation 100 funds are due May 1. Inese noted that Incarnation 100 Planning Team may be postponing the ride for a year due to COVID-19, but will be trying to do some sort

of “virtual” fundraising to maintain some funding for Open Table, The Living Room, and St. Andrew’s Food Program. Judy will communicate any changes to the 3 programs, as needed.

## **DISCUSSIONS**

**Vestry Retreat Planning:** The current shelter in place order prohibits face-to-face meetings in the near term, since churches are not considered essential businesses. There was consensus that the Zoom format is difficult for a long meeting with many people, and some have internet connectivity issues. Also, the community and team building that typically happens through a retreat needs to happen in a face-to-face setting. All agreed to have a follow-up meeting via Zoom from 9 – 11 am on Saturday, March 28 to complete needed business, rather than having a “retreat” as planned.

## **DECISIONS**

**Closed Session Items:** (Minutes of closed session items are maintained in separate, confidential file.)

**Payroll and facilities use under Shelter in Place.**

**Follow-up discussion of music staffing job description change.**

## **CLOSING**

Chaplain Bob offered a closing prayer.

**Meeting adjourned: 9:04 pm**

**Next meeting of the Vestry: Saturday, March 28, 9 – 11 am.** This is in lieu of the previously planned Vestry retreat.

**Next regular monthly meeting of the Vestry: April 28, 6:30 pm.**

Respectfully submitted,  
Kathleen Kane, Clerk